

## Memorandum

To: All Fair CEO's

Date: March 22, 2004

Ref: F2004-06

Place: Sacramento

Telephone: (916) 263-2952



From: Department of Food and Agriculture – Bruce Lim, Acting Director  
Division of Fairs and Expositions  
1010 Hurley Way, Suite 200,  
Sacramento, CA 95825

Subject: Fairs Board of Directors Updates

The Division of Fairs and Expositions (F&E) maintains a central database directory of the Fairs' Board of Directors which includes board position, term of office, appointment dates and contact information. The fair board database is an important tool utilized by the Division, the Department of Food and Agriculture and the Governor's Appointments Office. With this in mind, F&E wants to ensure that information maintained in the fair board database is up-to-date for each fair board member. Your assistance in this effort is very important.

We have attached a copy of the Fair Board Member Information Form (FE100), which is to be used to communicate changes to your board members' information. The FE100 is to be completed and returned to F&E when:

- A new board member is appointed or elected,
- To update existing board member information, or
- When a new officer is elected.

Should a vacancy occur due to resignation, death or for other reasons, the fair should notify F&E as soon as possible. A copy of the resignation letter to the Governor's appointment office should also be forwarded to F&E. An electronic version of this form is available for completion on our website, [www.cdfa.ca.gov/fe/](http://www.cdfa.ca.gov/fe/). The attached FE100 can be returned via facsimile to Kathy Kolb at (916) 263-2969 or email [kkolb@cdfa.ca.gov](mailto:kkolb@cdfa.ca.gov). Should you need assistance on this matter please phone Kathy at (916) 263-2952.

Attachment

California Department of Food and Agriculture  
Division of Fairs & Expositions  
1010 Hurley Way, Suite 200  
Sacramento, CA 95825  
Phone (916) 263-2955 Fax (916) 263-2969

(Please Print) **FAIR BOARD MEMBER UPDATE FORM**

**FAIR:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**BOARD TITLE:** \_\_\_\_\_

**REPLACED<sup>1</sup>:** \_\_\_\_\_

**TERM<sup>2</sup>:** \_\_\_\_\_ to \_\_\_\_\_

**APPOINTED BY<sup>3</sup>:** \_\_\_\_\_ **APPOINTMENT DATE:** \_\_\_\_\_

**RESIDENCE ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**RESIDENCE PHONE:** \_\_\_\_\_

**CELLULAR PHONE:** \_\_\_\_\_

**RESIDENCE FAX:** \_\_\_\_\_

**RESIDENCE EMAIL:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**BUSINESS PHONE:** \_\_\_\_\_

**BUSINESS FAX:** \_\_\_\_\_

**BUSINESS EMAIL:** \_\_\_\_\_

<sup>1</sup> Identify the board member replaced.

<sup>2</sup> Provide complete "to" and "from" dates

<sup>3</sup> Identify Governor who appointed the board member